

Job Opportunity Bulletin: 03-081**Final Filing Date: March 1, 2004****Position:**

Associate Personnel Analyst
(Freeze Exemption Approved)

Salary:

\$4111 - \$4997

Location:

Office of Statewide Health Planning and
Development
Administration Division
Human Resources Office
1600 9th Street, Room 350
Sacramento, CA 95814

General Statement: The Human Resources Office is currently recruiting for an Associate Personnel Analyst (APA) to fill the role of OSHPD's Lead Exam Analyst. The analyst will be responsible for providing timely and appropriate personnel management consultation and technical assistance to departmental management staff to ensure that all critical OSHPD examinations are administered, all decisions and actions on employee selection meet management's needs in contributing toward the department's mission, and are consistent with laws, policies, and standards governing State civil service. The analyst will plan, develop, and administer examinations ensuring job relatedness, management satisfaction, cost effectiveness, and acceptance by candidates and the public.

Duties:

- ❖ Administers examinations
- ❖ Performs Job Analyses and/or updates existing Job Analyses for classifications prior to the administration of examinations
- ❖ Researches, consults and advises management on varied exam issues, including the interpretation and explanation of civil service laws, rules, and procedures.
- ❖ Acts as liaison between OSHPD and the State Personnel Board (SPB).
- ❖ Provides training and general direction to support staff.
- ❖ Develops Examination Schedule for OSHPD

Desirable Qualifications:

- ❖ Strong analytical and writing skills
- ❖ Knowledge of and experience in conducting Job Analyses
- ❖ Knowledge of and experience with the State Personnel Board on-line examination system
- ❖ Ability to be effective on a team that deals with sensitive and confidential situations/information
- ❖ Strong customer service skills

Who May Apply:

Due to the hiring freeze (Executive Order S-3-03), current OSHPD employees in the APA classification or a classification that would be eligible for transfer, and SROA or reemployment list applicants may apply. Applications will be screened with criteria based on the essential functions of the job.

Interested parties should submit a State Examination and/or Employment Application, Std 678 and a resume to:

Doris Bloom, Human Resources Manager (**Job Opp #03-081**)
Office of Statewide Health Planning and Development
Administration Division
Human Resources Office
1600 9th Street, Room 350
Sacramento, CA 95814

For further information contact Doris Bloom, Human Resources Office, at
(916) 653-2505 or FAX (916) 654-5868